

# Libretto: *Sensible HR* Getting Started Guide

## Introduction

Welcome to Libretto: *Sensible HR*.

Developed by HR professionals, Libretto is designed to keep you ahead of the many challenges facing human resources today. This easy-to-use product helps you stay on top of HR issues and gives you both compliance and best practice solutions for all of your HR needs.

This document is designed to take you through the initial steps required for you to begin using Libretto. If you have additional questions on any of the features of Libretto, please see the "Libretto: *Sensible HR* User Manual" available for download in Libretto.

## Signing up for Libretto

To create your Libretto account, start your browser and navigate to:

<http://www.agent77.com/libretto/clientLogin.cfm?view=login>

The following screen will be displayed:

The screenshot shows the Libretto registration page. At the top center is the Libretto logo with the tagline "Sensible HR". Below the logo are two main sections: "Register Now start using Libretto" and "Libretto Login". The "Register Now" section includes the text "Registration is FREE." and "If you have an activation code enter it below, if not leave it blank. To begin your free trial subscription, click 'Continue' below." There is an input field for the activation code, which is highlighted with a red box. Below this input field is the text "Where is my activation code? (if you don't have an activation code, just click 'Continue' below)" and a "Continue" button. The "Libretto Login" section includes fields for "user ID" and "password", a "Forgot your password?" link, and a "Continue" button. On the left side, there are several links: "Download a FREE Compliance Chart", "Need help?" with contact information, and "HIPAA Now! Choice". On the right side, there are links for "Partners Page", "Contact Us", and "What's New" with a list of features: "over 250 forms" and "25 federal regulations". At the bottom, there is a "Try Libretto" section with a "Start your 3 Day Trial" button.

Figure 1: Create a Libretto Account

To create your Libretto trial subscription, enter the activation code given to you in the box then click "Continue". Libretto will take you to the three-step process to create your trial subscription.

First Libretto needs information about your company in order to communicate with you and to give you the correct options in the assessment:

**Libretto™**  
Sensible HR

**Create Your Account**  
Before we begin, please tell us about your organization so we can set up your account.

Activation code  (if you don't know, leave it blank)

Company name

Contact name    
First Last

Title

Address

Phone  ext.

Your e-mail address will be your log-in. Please enter it carefully.

Your e-mail address

Please re-enter your e-mail to confirm

Figure 2: Enter Your Company and Contact Information

On this screen please enter information on the main contact person / user of Libretto within your company, including name, title and e-mail address; and the company name, address and phone number.

Then click "Continue", you have now created your account, but Libretto needs a little more information before you can begin using it properly.

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Welcome

**Libretto™**  
Sensible HR

**Welcome to Libretto's HR Assessment**  
Please tell us a bit more about your organization. The assessment and recommendations are tailored based on the information you provide, so please be as specific as possible.

Type of business

Total employees

Do you have union contracts  Yes  No

Do you have federal contracts  Yes  No

How formal is your company's culture? Informal      Formal

Figure 3: Enter Additional Company Information

On this screen enter addition information on your company:

- The type of business you are in;
- The number of employees (this last is especially important as many federal regulations only apply to businesses of a certain number of employees – COBRA, for example, only applies to companies with 20 or more employees – so it is important that, as your company grows, you indicate the number of employees you have in Libretto);
- If you have Union or Federal contracts (both have additional laws and regulations that apply if you do); and
- Whether your corporate culture is more or less formal with things such as dress codes, office relationships, or having written (as opposed to informal) policies and procedures (this help Libretto determine some HR best practices policies)

Click “Continue” to go to the final step in creating your Libretto trial subscription.

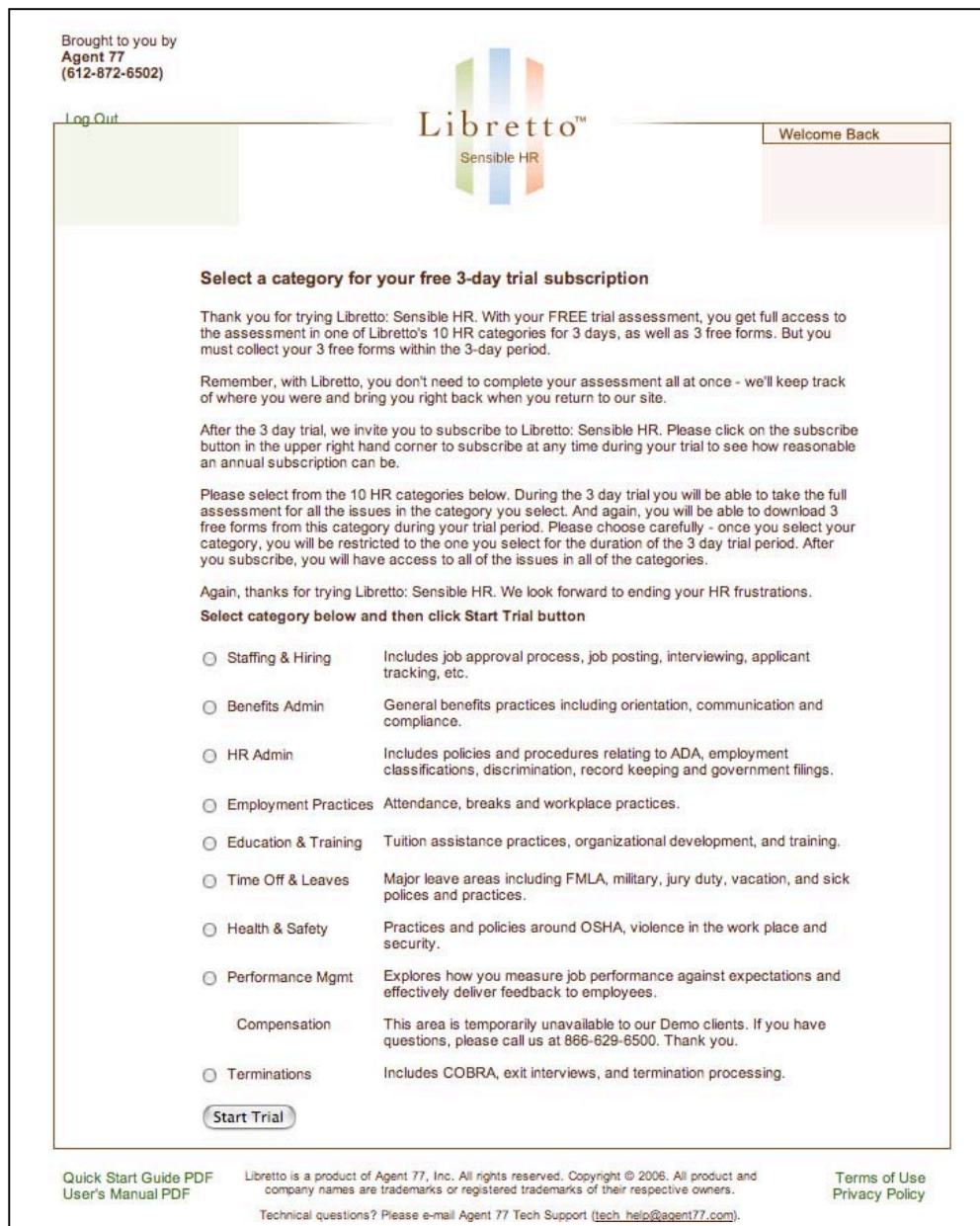


Figure 4: Select Category for Trial

Libretto is organized into 10 major HR topical areas or categories based on related HR issues. These categories are used throughout Libretto as a way to easily find topics, forms, policies, etc. related to the general area of HR. Each category is further divided into related HR issues that have one or more assessment questions in each issue. Your trial subscription lets you have access to one of these categories. Select the category that is of interest to you for your Libretto trial, then click “Start Trial” to begin using Libretto.

At this point, Libretto will take you to questions for the HR category that you selected so that you can begin your assessment. For example, if you selected “Terminations” as your category:

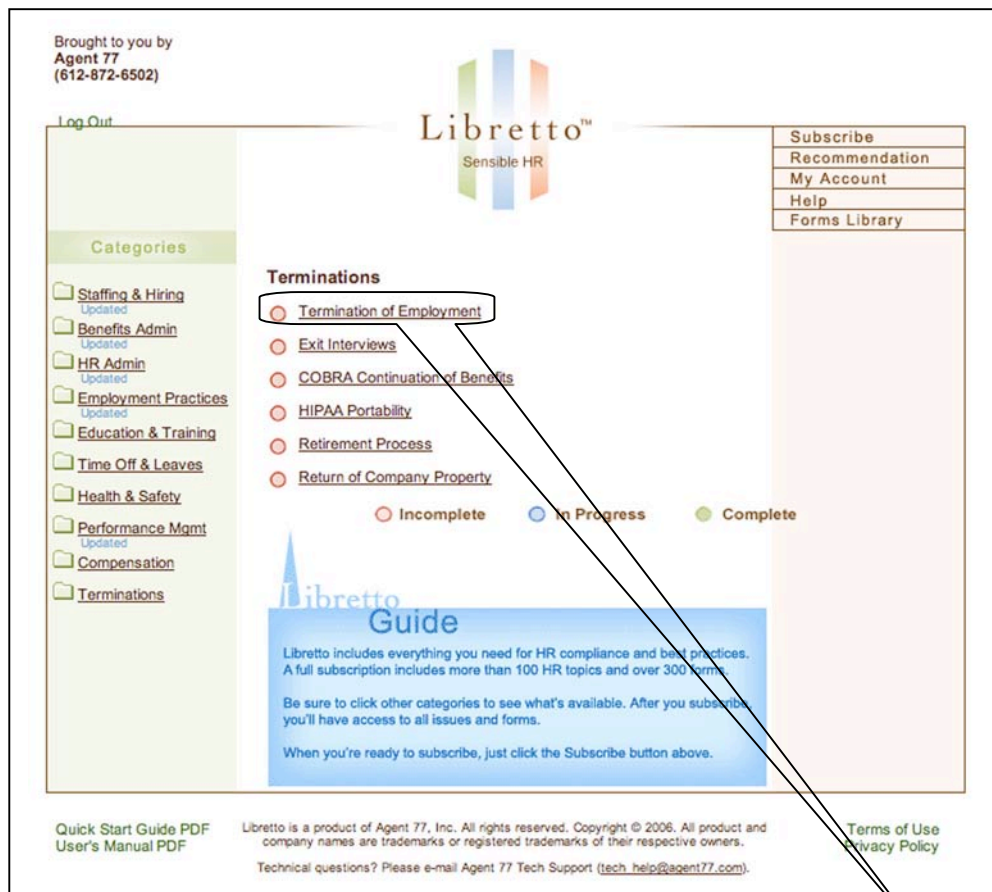


Figure 5: Begin Using Libretto

To begin the assessment for Terminations, click on the first issue: “Termination of Employment”.

(Note that although you cannot do the assessment for any other category than the one you selected, you can see the types of issues covered in each category by selecting it from the list on the left hand side of your screen. A complete list of the issues covered in that category will be displayed.)

Note that the first few times you encounter a feature in Libretto (Issue Question, Recommendation, Downloading a Form, etc.), Libretto will present you with Guides which describe the feature and act as a sort of on-line manual to Libretto and also describe additional related features of Libretto. Once you have viewed a given feature the first few times, these Guides will no longer appear.

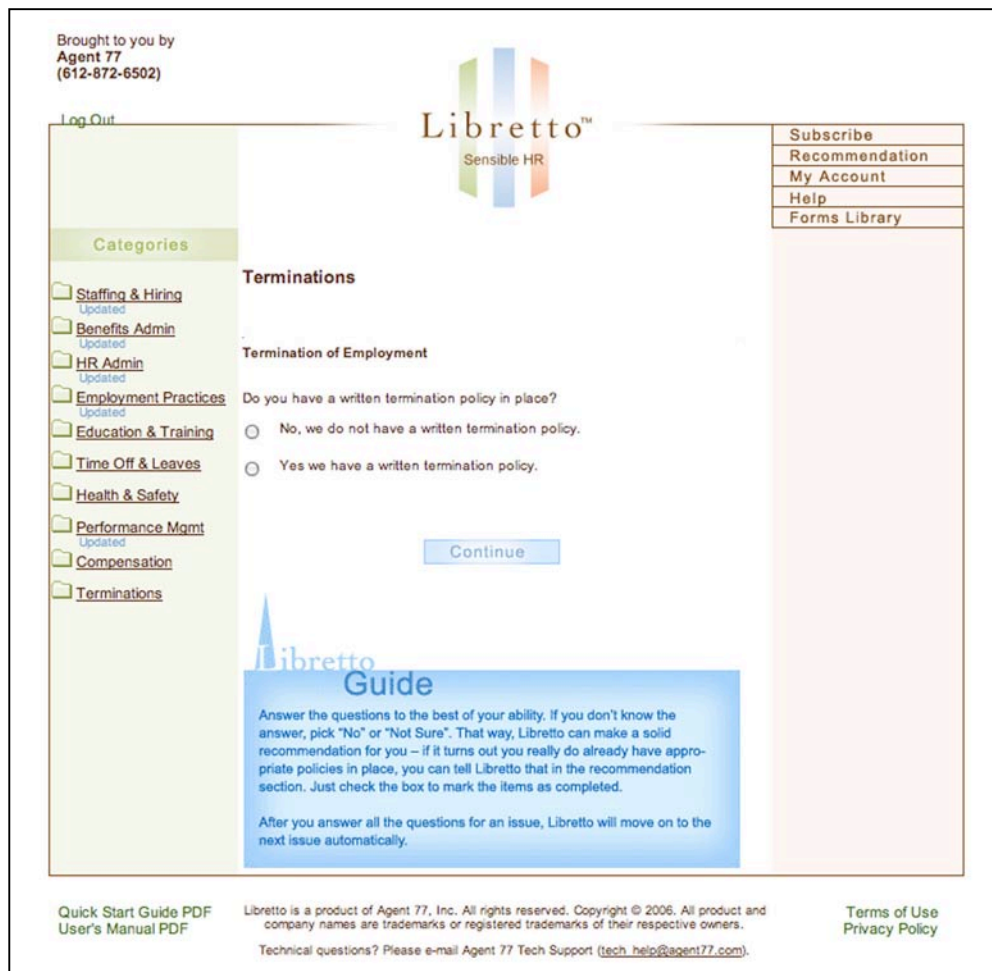


Figure 6: Assessment Question

Libretto’s assessment consists of a series of simple questions designed to allow you to become compliant with the major employment laws as well as HR best practices. When you begin your trial assessment, Libretto will display the first question in an issue. The screen shows you the category (Terminations), and then the issue within the category (Termination of Employment) followed by the question and the possible answers. To complete the question, simply click in the circle next to your response (the majority of the questions in the assessment only require a simple “yes” or “no” answer, a few are multiple-choice) then click the Continue button and the next question in the category will be displayed.

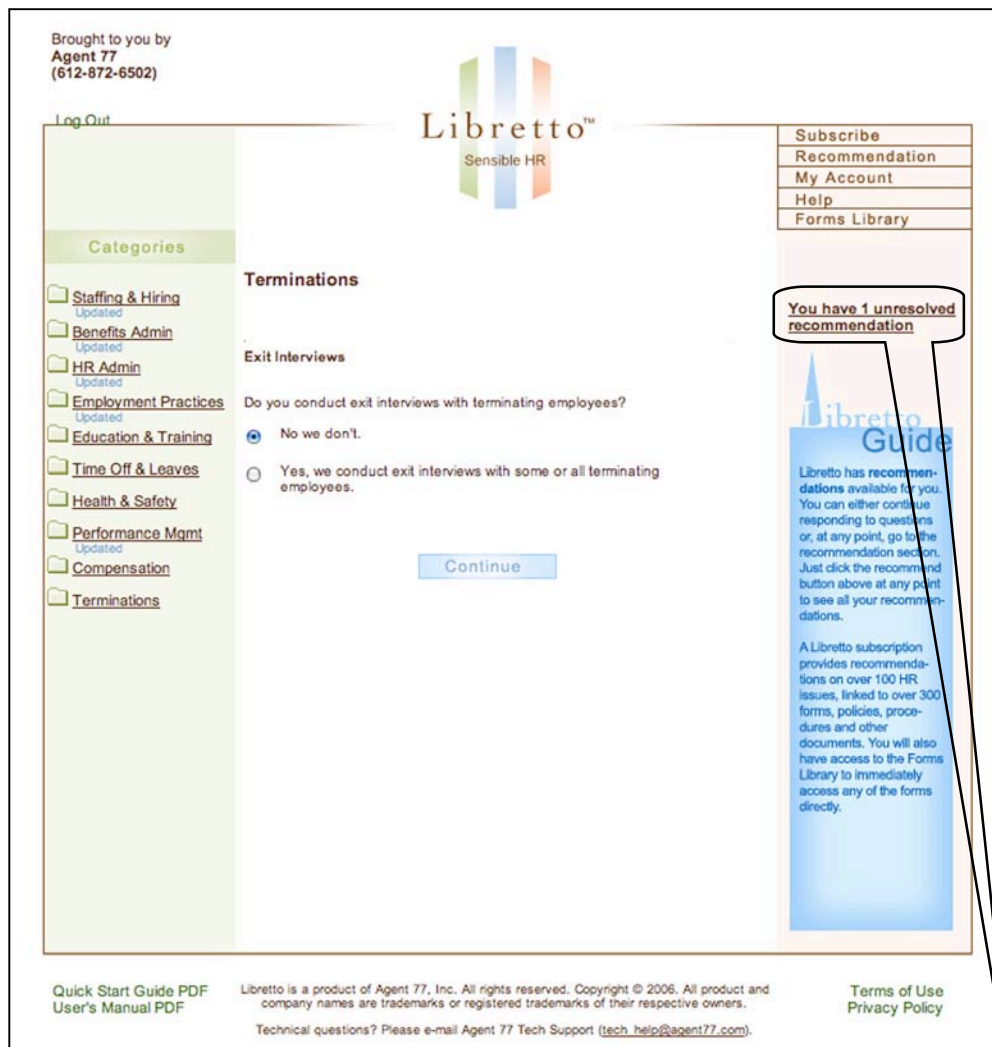


Figure 7: Recommendation Notification


Libretto generates detailed recommendations to improve your HR practices based on your answers to the assessment. These recommendations run a full range of HR problems from non-compliance with regulations (which could generate investigations, fines or even an employee lawsuit) to simple best practices (such as adopting a formal dress code).

If Libretto has any recommendations for compliance or HR best practices based on your answers to questions, it will display a running total of recommendations for you on each question screen. To view these recommendations, click on the “You have XX unresolved recommendations” link or the “Recommendation” button in the primary navigation bar in the upper right part of the screen, and Libretto will display a list of all your recommendations sorted by priority.

Libretto remembers where you were in the assessment, so that if you log out and return to the assessment at a later time, clicking the “Go To My Assessment” button will return you exactly to where you left off, you don’t need to write down or remember where you were.

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**Assessment Results**  
(NOTE: The results listed below only reflect completed issues. Recommendations for any issues that have not been completed are NOT listed.)

[Show Resolved Recommendations](#)    [Show Full Recommendation Text](#)

**Priority    Recommendation**

Moderate

*Check to mark recommendation as resolved*

**Terminations: Termination of Employment**  
 Develop and implement a written Termination Policy ...  
[CLICK FOR FULL TEXT AND FORMS](#)

[Return to the Assessment](#)

**Libretto Guide**

This is your main work space for recommendations. You can sort the recommendations by priority or category. Click on a recommendation to see the detail.

Once you complete a recommended action, check the box so you'll only see the items you have left to do.

**Sort by:**  
 Priority  
 Category

[Printer Friendly Version](#)

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 Technical questions? Please e-mail Agent 77 Tech Support ([tech\\_help@agent77.com](mailto:tech_help@agent77.com)).

Figure 8: Recommendations

Recommendations are displayed as a summary; however, all recommendations also have detailed descriptions. To view the detail of a recommendation and see the associated solutions (forms, policies, etc.), click on a recommendation summary.

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**State References**

[Minnesota Department of Labor](#)

[Minnesota State Summary](#)

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**HR hotline**  
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**Recommendations**  
Topic: Termination of Employment

**Develop and implement a written Termination Policy.**

Termination of employment can happen in different ways for many different reasons – an employee can voluntarily quit or the Company can initiate an involuntary termination. If not handled effectively, terminations of employment, whether voluntary or involuntary can be disruptive to the organization. Employers should apply the “employment-at-will” doctrine when available. A written Termination Policy will help employees know how to handle a voluntary termination of employment and will enable the Company to initiate and effectively process involuntary terminations.

[Return to the Assessment](#)      [Recommendation](#)

**Forms**

- [Employee Resignation Notice](#)
- [Termination Checklist](#)
- [Termination Letter](#)
- [Termination Policy](#)
- [Termination Policy - Minnesota](#)
- [Termination Package](#)

**Related Products**

- [COBRA Continuation Coverage / HIPAA Portability Package](#)
- [COBRA: Continuation Coverage Policy](#)
- [HIPAA Portability: HIPAA Portability Rights Policy](#)

**Libretto Guide**

Forms related to this recommendation are found on the right. The Forms Library is your link to all of the forms available through Libretto – go there whenever you need an HR form, even if you aren't working on a specific recommendation.

[Click on the form's name to see more.](#)

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Figure 9: Recommendation Detail

The detailed recommendation screen reiterates the issue and the summary, then describes in one or two paragraphs why the recommendation is needed. Once you have viewed the detailed recommendation, you can return to the recommendations list by clicking on the “Recommendation” button, return to the assessment by clicking on the “Return to the Assessment” button, or download one of the associated forms listed on the right hand side of the screen.

The detailed recommendation screen lists all of the forms associated with the recommendation on the right-hand side of the screen. These “Forms” include policies, information sheets, notices and forms to complete that will help you resolve the specific recommendation. Additionally, Libretto lists related policies, forms, etc. which you may be want to download.

**Notice: Agent 77 stands behind all of their forms as published. However, any substantive changes made to the contents of any downloaded form may result in potential legal liability for you and your company. Agent 77, Inc. accepts no liability or responsibility for any of our documents that have had the contents altered beyond simply filling in the appropriate “blanks” and/or replacing “place holder” text and adding your company logo and information.**

To download a form, simply click on the form name listed, Libretto will display an information page describing the form in detail:

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Libretto™  
Sensible HR

**Termination Checklist**

Your Price: Incl in trial  
List Price: \$9.95  
You Save: \$9.95 (100%)

Provided by: Agent 77  
Last Update: 9/7/2005

This document is a checklist of steps to follow and things to consider in the administration of employee terminations. It covers administrative items (writing the termination letter, discontinuing of benefits, removal of access to voice mail, e-mail and company computer systems, etc.), notifying payroll, return of company property, and communication to other employees.

1 page

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Figure 10: Form Detail

The form description page shows a detailed description of the form, policy, etc., including how many pages are in the form, the date the form was last updated, and what the price would be (typically \$9.95) if purchased separately in Agent 77's store.

Most of the forms (policies, notices, information sheets, etc.) in Libretto are available in both Adobe® Acrobat (.PDF) and Microsoft® Word (.DOC) formats. To download a form, decide which format you want and click the appropriate button in the upper right-hand portion of the form description screen. (If you want to view a form prior to downloading it, select the .PDF format, and the form will be displayed in your browser.)

The first time you download a form, Libretto requires you to agree to the terms of use license (we encourage you to read Libretto's user license before agreeing to the terms of use):

Figure 11: Libretto's User License

To continue downloading the form, agree to Libretto's license by clicking the "I Agree" button and Libretto will display specific instructions on how to download the file. After downloading the file, you can continue on with the assessment, review additional recommendations, download additional forms, or return to the Welcome screen.

Trial subscriptions are limited in the number of free forms available for download. However even if you have exhausted all of your free downloads, all forms are available at the normal retail price. Of course, if you wish to upgrade your trial subscription to a full Libretto subscription with access to all 10 HR categories covering over 100 HR topics in the assessment as well as complete access to over 300 forms, policies and information sheets you can do so at any time.

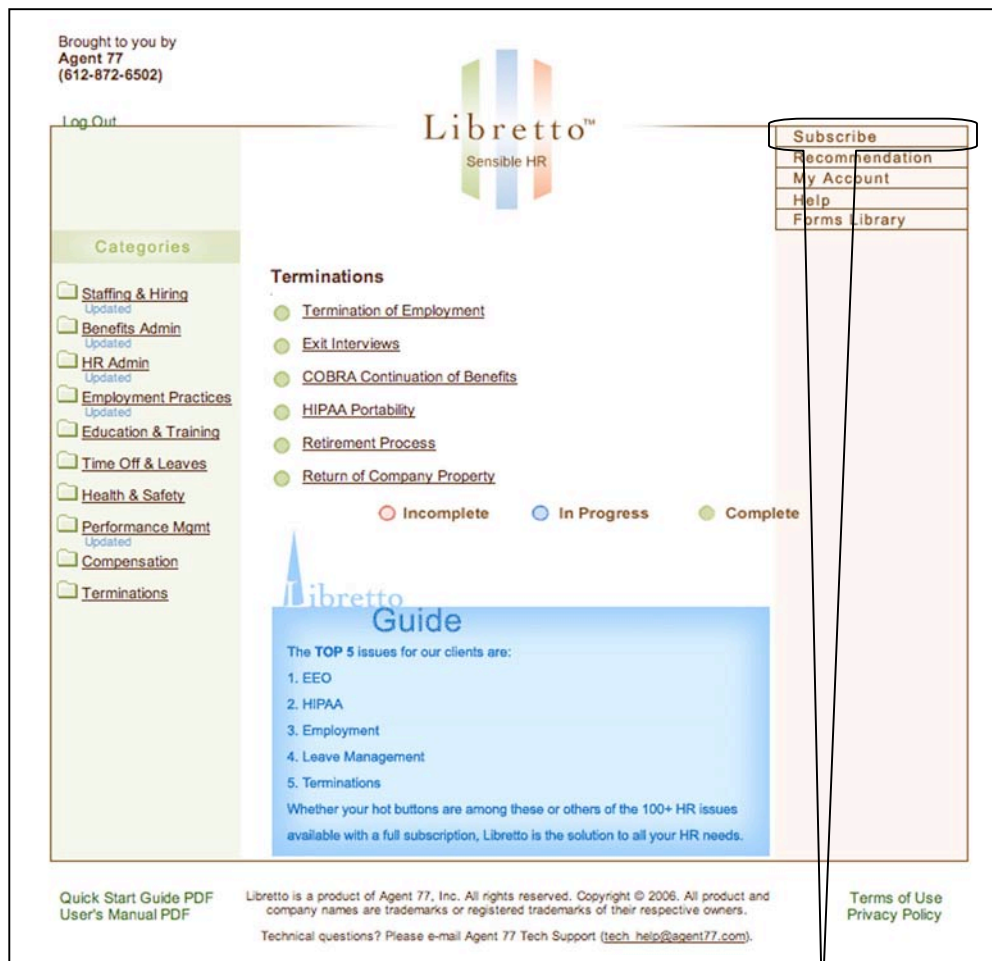


Figure 12: Subscribe to Libretto

To subscribe to Libretto, click on the “Subscribe” button in the upper right of your screen. You will be able to convert your trial subscription to a full Libretto account using our secure website.